Working with Dreamweaver Sites and Templates
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What is Dreamweaver:

Dreamweaver is a html creation and editing tool. However, it is also a web site management tool. You can define a site by name, then edit the site in a number of ways. You can add templates to a site which allow you to create generic web pages and then apply these pages to a specific use. This makes creating web pages simple because you can reuse the templates on multiple pages. It also makes things easier when you have to edit information. For example, you make a change to a template. Do you have to go and update all thirty pages that use the template? NO! You make your changes in the one template and Dreamweaver will go through the entire site and update every page that uses that template.

The following instructions were created to show you how to use these tools. They will describe how to define a site, create templates, and modify them to maintain your website.

Where to Begin:

The first thing the webmaster must do is define a site (See "Defining A Site"). Once you have the site defined, you may edit site information and build templates for that site. The instructions for handling defined site information and templates are located in the sections "Site Instructions" and "Template Instructions" respectively. Each section will begin with a brief summary of the instructions.

Defining A Site

Instruction Listing:

1. <u>Define a Site</u> – Allows the webmaster to create a site definition in Dreamweaver. This will be the first action the webmaster performs. In order to set up and use templates, you must have a site defined.

2. <u>Open A Site</u> - This will allow the webmaster to open a site that has been defined. If only one site exists, then that site is the default, otherwise, the default is the last site to be opened.

3. <u>Edit Site Information</u> – Perform this action when you wish to change the address of your local directory or create cache files for your site.

4. <u>Remove a Site</u> – Perform this action when you have defined a site and wish to remove (undefine) the site. This will not delete your web files, it only removes the site definition from Dreamweaver.

Define A Site:

1. Open the Dreamweaver software.
2. In the toolbar, click on "Site".
3. Once the option menu appears, move your mouse cursor to "Define Sites", then click. (see Figure 1a)
4. Once the "Define Sites" window appears, click on "New". (see Figure 1b)
5. Once the "Site Definitions for Unnamed Site (a number)" window appears, you must: (see Figure 1c)
    a. Enter a name for the site in the "Site Name" field.
    b. Enter the address of your local root directory in the "Local Root Folder" field. You may browse your directories by clicking the 📁 icon to the right of the field.
    c. Ensure that the "Refresh Local File List Automatically" checkbox is checked.
    d. Click OK.
6. Dreamweaver will ask you to "Create A Cache File", click "Don't Create".
7. The "Define Sites" window will reappear, now your site name will appear in the white text area. (see Figure 1d). Click Done.
8. Now a directory window will appear (see Figure 1e). You may use it to access all of your local files.

You have successfully created a site definition.
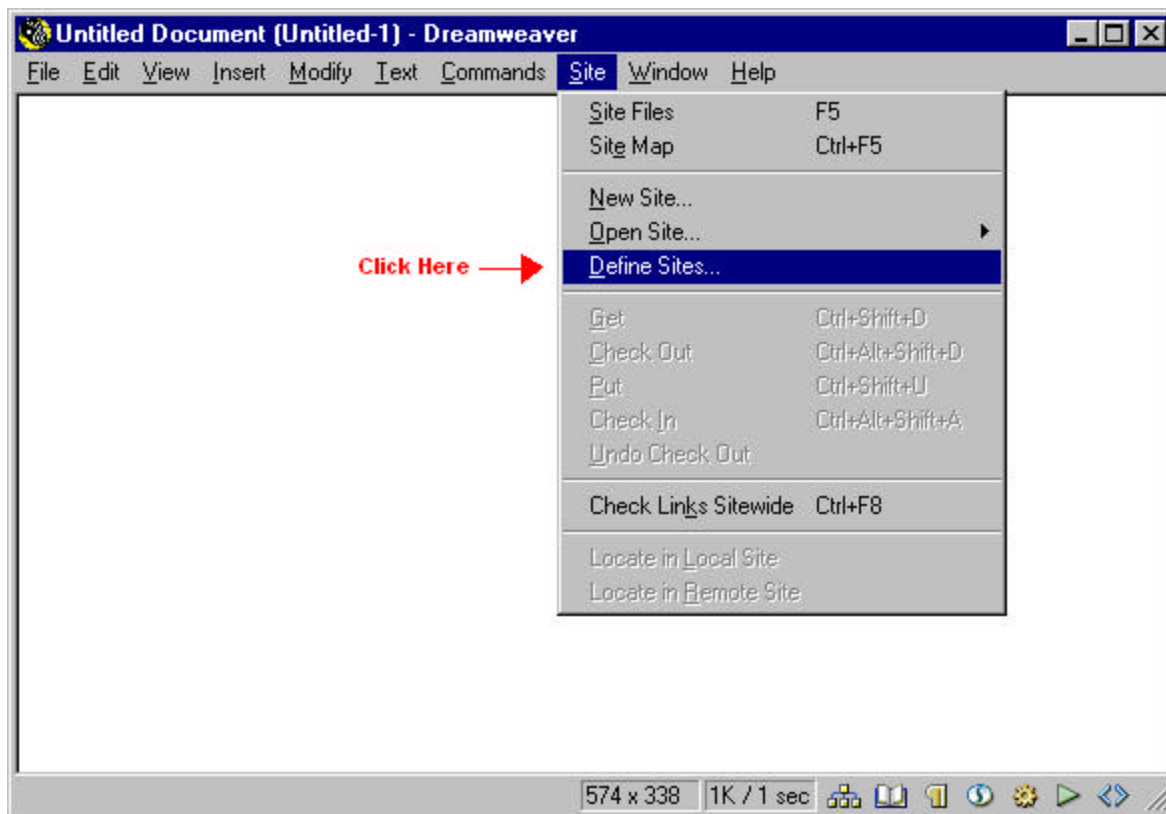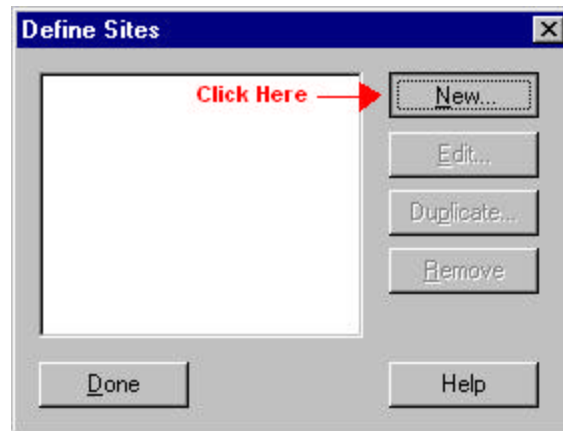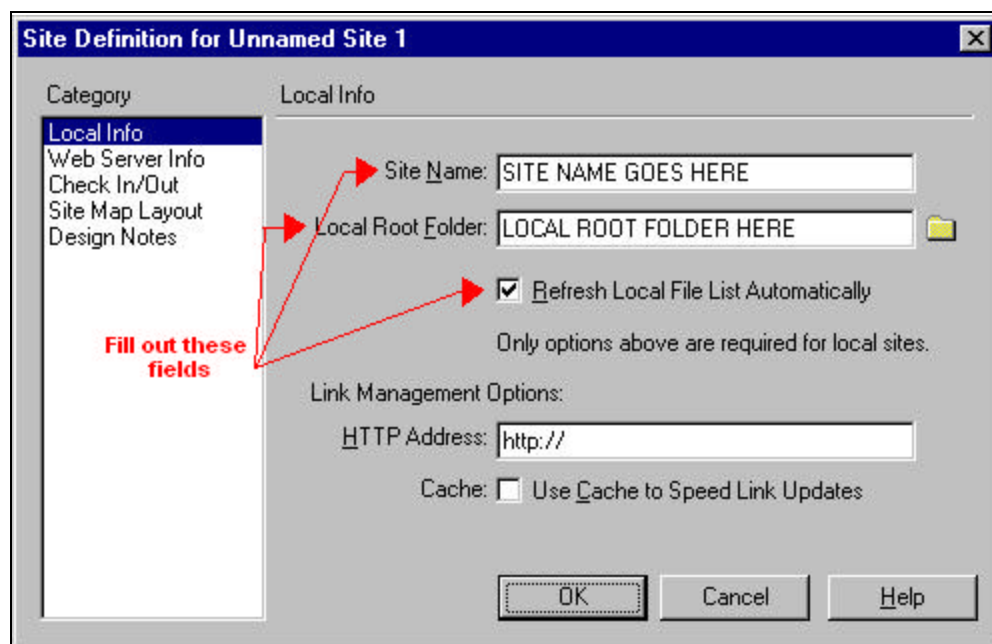
Figure 1a

Figure 1b

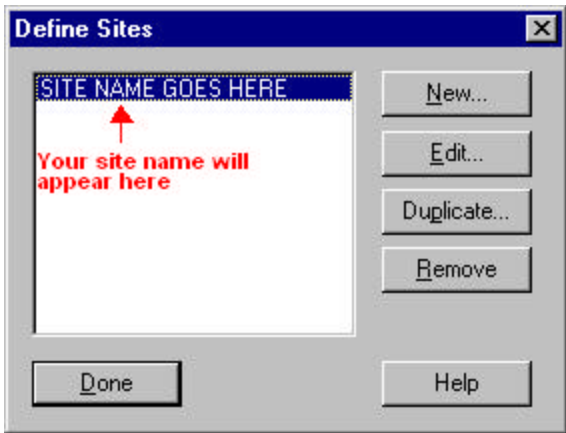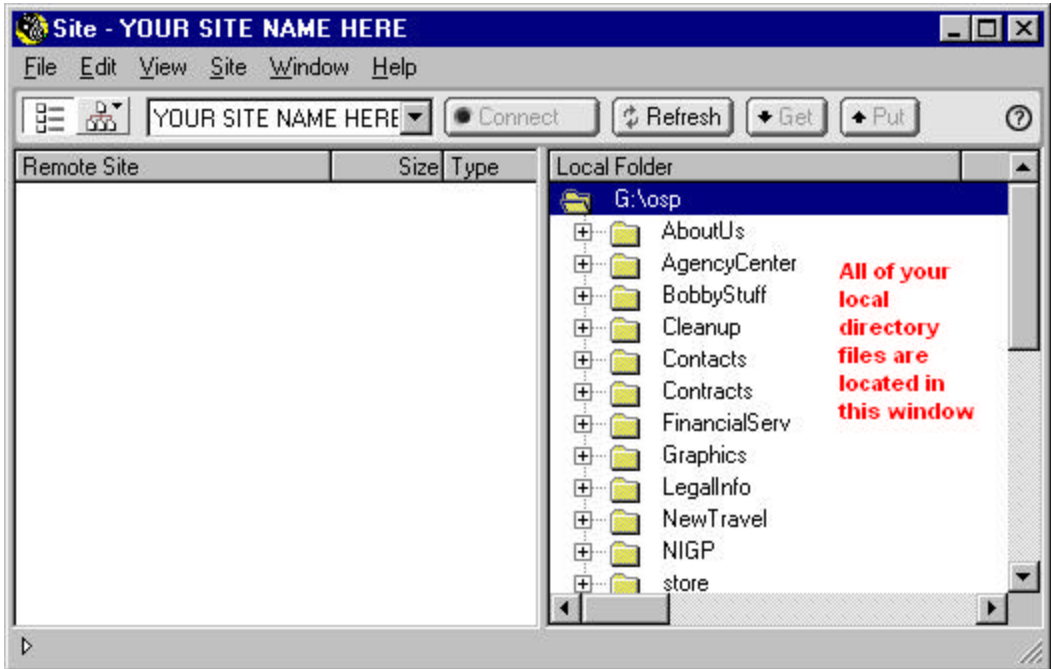**Figure 1c**

Figure 1d

Figure 1e

Open A Site:

3.   Open the Dreamweaver software.
4.   In the toolbar, move the mouse cursor over "Site" and click.
5.   Once the option menu appears, move you mouse cursor to "Open Site". A second option menu will appear, move the mouse cursor to the site name you wish to open and click (SEE FIGURE 2a). NOTE: The site currently opened will be denoted by a check mark.

A directory window will appear. You may access all of the files that belong to the selected website through this directory (see Figure 2b).

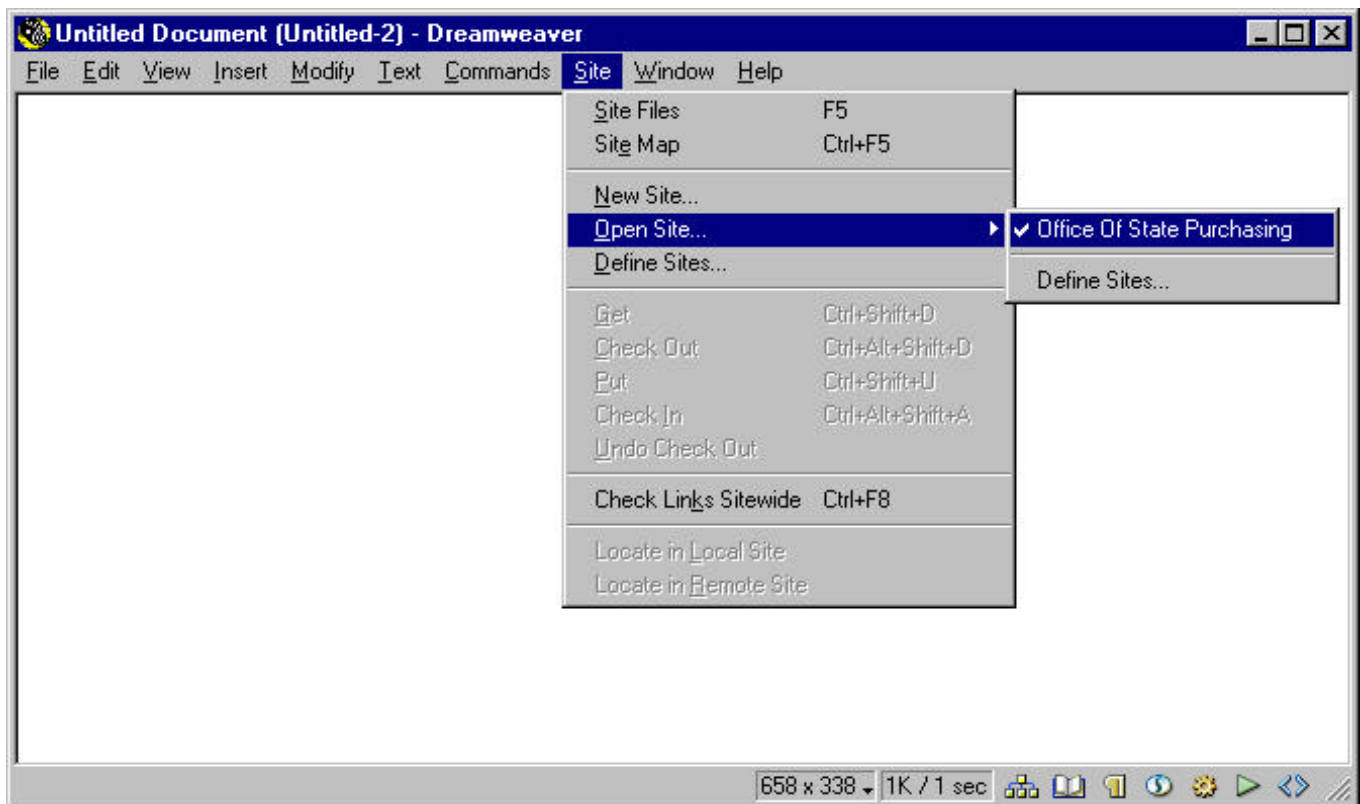You have successfully opened a site.

Figure 2a

Figure 2b

Edit Site Information:

1. Open the Dreamweaver software.
2. In the toolbar, move the mouse cursor over "Site" then click.
3. Once the option menu appears, move your mouse cursor to "Define Sites", then click (see Figure 3a)
4. Once the "Define Sites" window appears, select the site you wish to update by clicking on the site name.
5. Click the "Edit" button. (See Figure 3b)
6. Now you will see the "Site Definitions for" the site you selected. You may edit any information in this window. (See Figure 3c)
7. Once all updates have been made, click the "OK" button at the bottom of the box.
8. Once this box disappears, you will see the "Define Sites" box again. Click the "Done" button inside this box..

You have successfully updated Dreamweaver's information concerning your site. All updates take effect immediately.
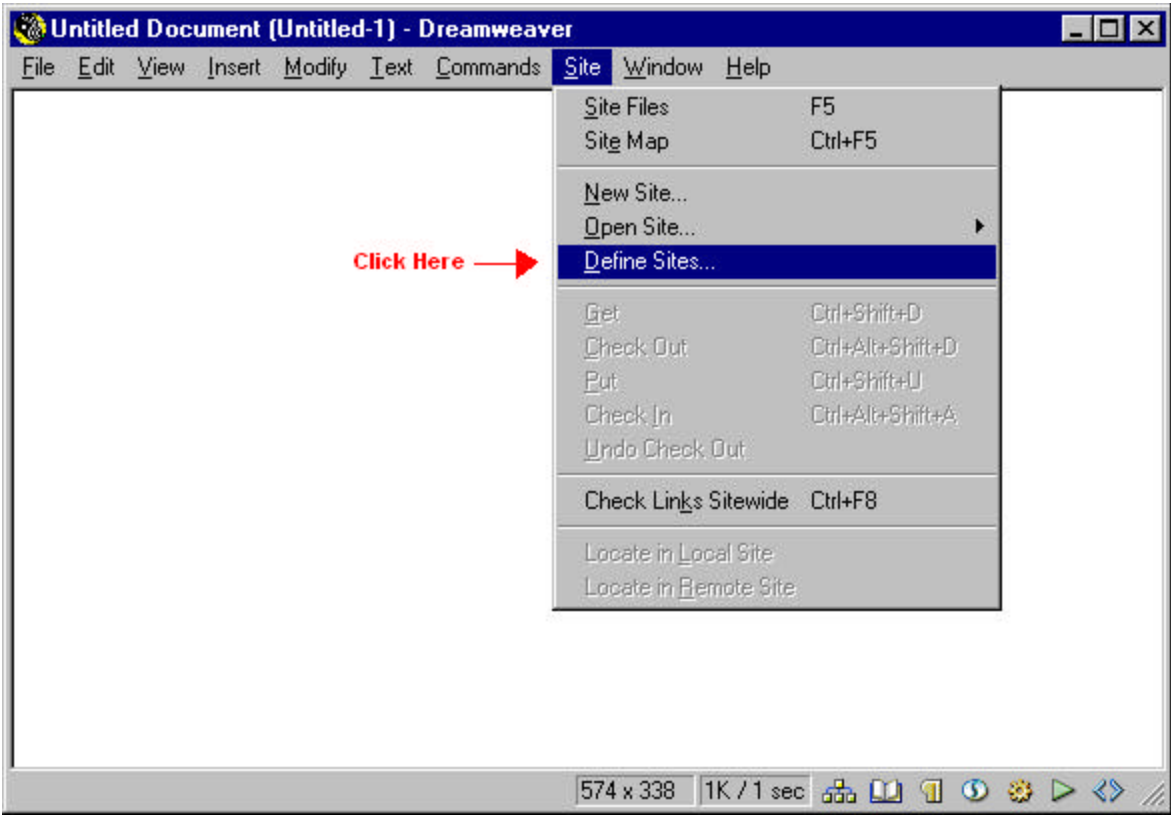
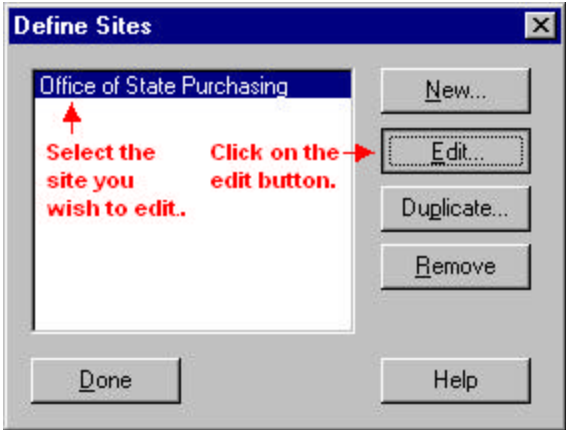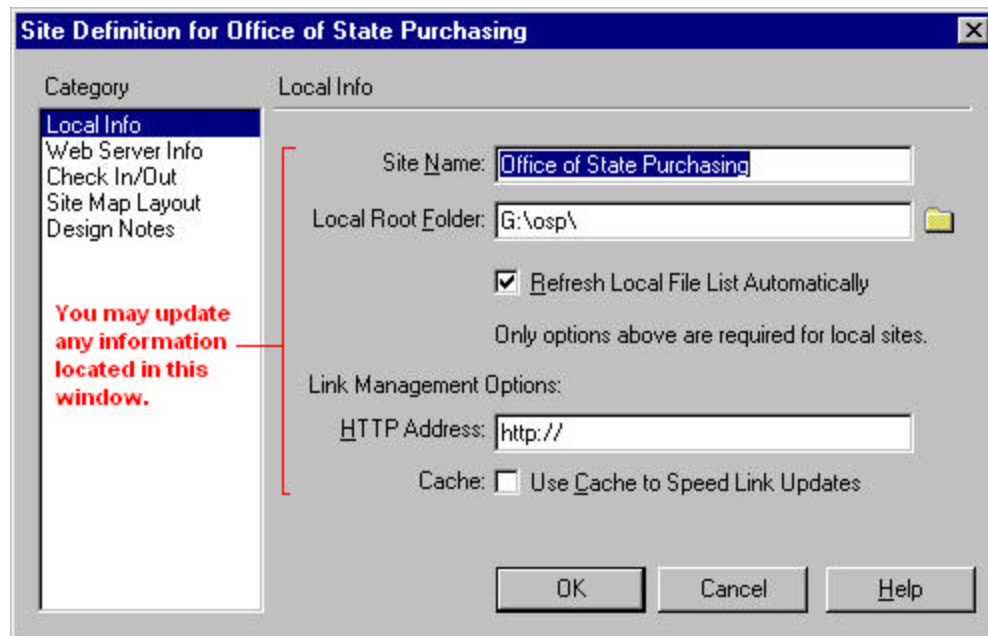**Figure 3a**

Figure 3b

Figure 3c

Remove A Site:

1. Open the Dreamweaver software.
2. In the toolbar, move the mouse cursor over "Site" then click.
3. Once the option menu appears, move your mouse cursor to "Define Sites", then click (Figure 4a).
4. Once the "Define Site " window appears, select the site you wish to remove (Once the site is selected, the name should appear in purple).
5. Click the "Remove" button on the right side of the window (see Figure 4b).
6. The "You cannot undo this action. Delete site named…" window will appear. Click "Yes" to delete the site. Click "No" to cancel the request.

    A window will appear informing you that once the site is removed, you cannot undo it. Either confirm you wish to remove it by clicking "Yes" or cancel it by clicking on "No" (see Figure 4c).

NOTE: This remove action will not delete your website files. It only makes the site undefined by the Dreamweaver software.
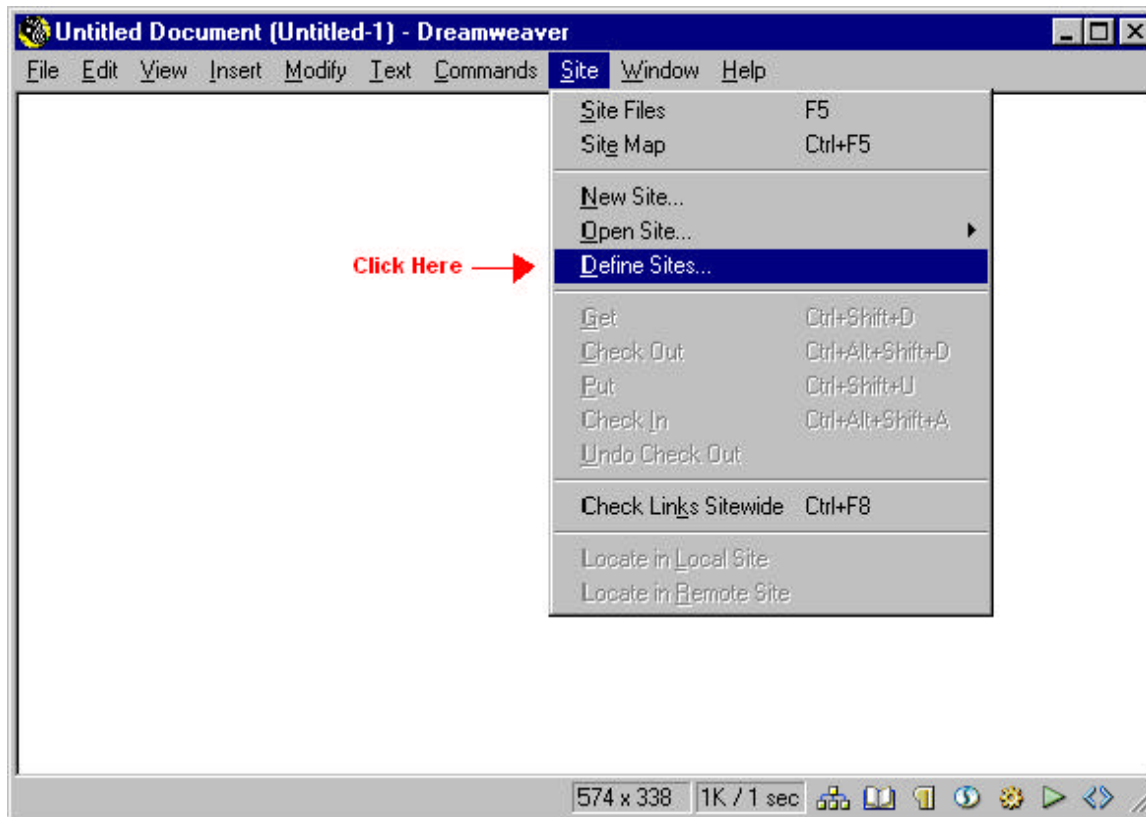
You have successfully removed a site.
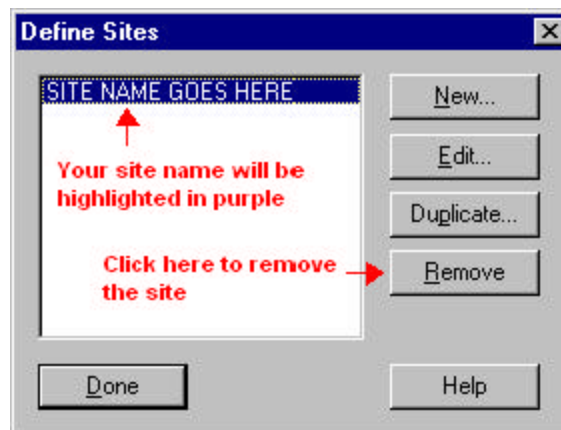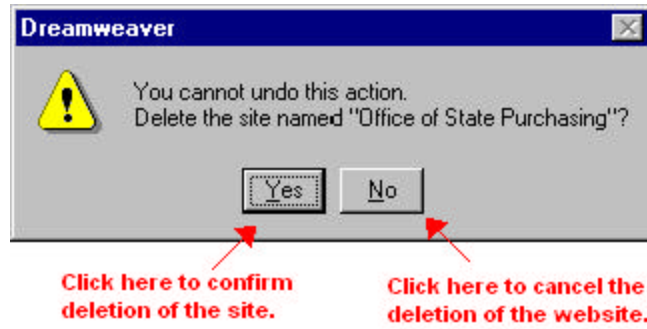
Figure 1a

Figure 4b

Figure 4c

Working with Templates

Instruction Listing:

1. <u>Create a Template</u> - This action will be performed when you wish to create a template for a defined site.

2. <u>Add Editable Region to a Template</u> - This action will be performed once you have created a template. This will allow you to designate which regions will become editable once the template is applied to a HTML page.

3. <u>Create New HTML Page from Template</u> – This action will be performed when you wish create a new web page using a Dreamweaver template.

4. <u>Apply Template to an Existing Page</u> - This action will be performed to apply a template to a HTML page that already exists but does not use the template. This will take all page content in the existing HTML page and insert it into one of the editable regions of the template.

5. <u>Modify Template</u> - This action will be performed to modify an existing Template (change or insert links, add editable regions, etc).

6. <u>Update Site with Modified Templates</u> - This action will be performed after you update one or more of the site templates. This will allow you to update every HTML page that uses the template with the template updates.

7. <u>Update Current Page's Template</u> - This action will be performed after you update a template and you want to apply it to only one page within your site.

8. <u>Remove Template from Site</u> - This action will be performed to remove any templates you have created from your site.

Create A Template:

1. Open the Dreamweaver software.
2. Create a webpage using Dreamweaver.
    Note: If you wish to create a template from an existing HTML page, Open the existing HTML file in Dreamweaver.
3. Once the page is completed (or opened), move the mouse cursor over "File" then click.
4. Once the option menu appears, move your mouse to the "Save as Template" option and click on it. (see Figure 1a)
5. The "Save As Template" window will appear. (see Figure 1b)
    a. If you have more than one site defined, you need to select which site the template should belong to. Do this in the "Site" field.
    b. In the "Save As" field, enter the name you wish to call this template.
    c. Recommended: Use a descriptive name that you can use to later identify the template.
    d. Click on the "Save" button when you are done.

Note: You may add editable regions to your template now (See Template Instruction #2 Add Editable Region to a Template).

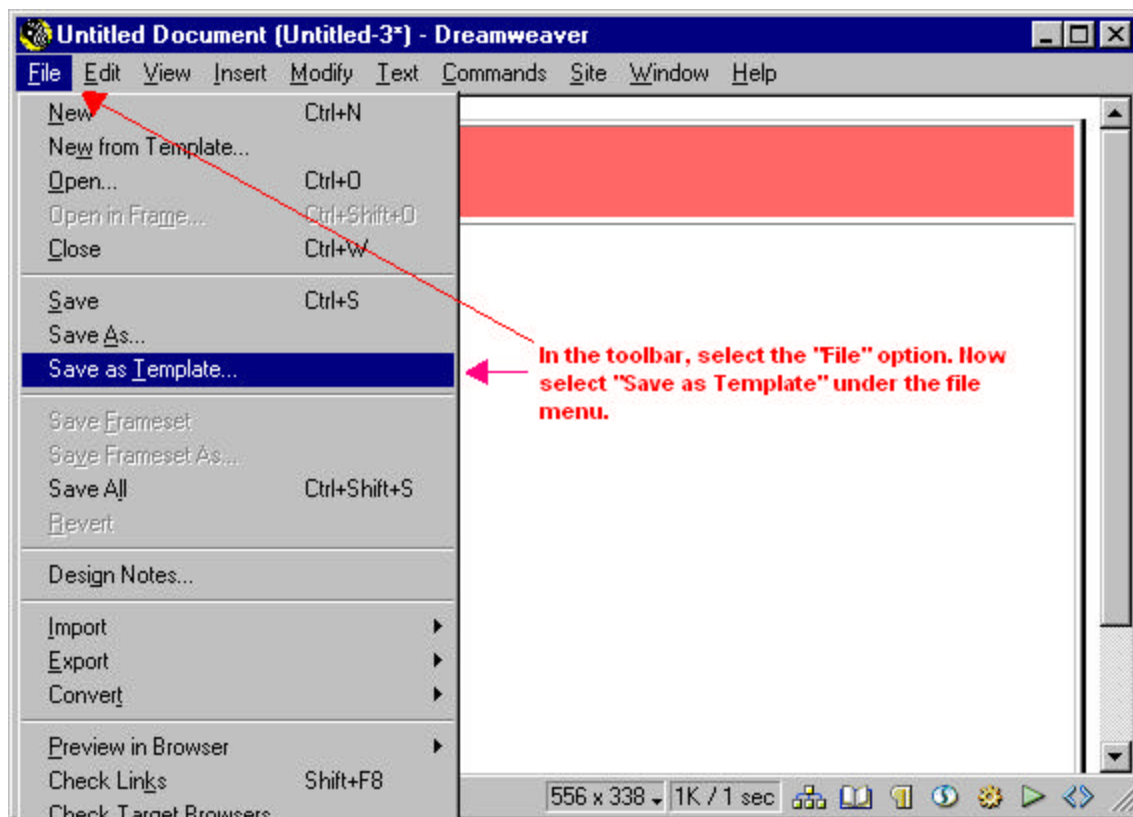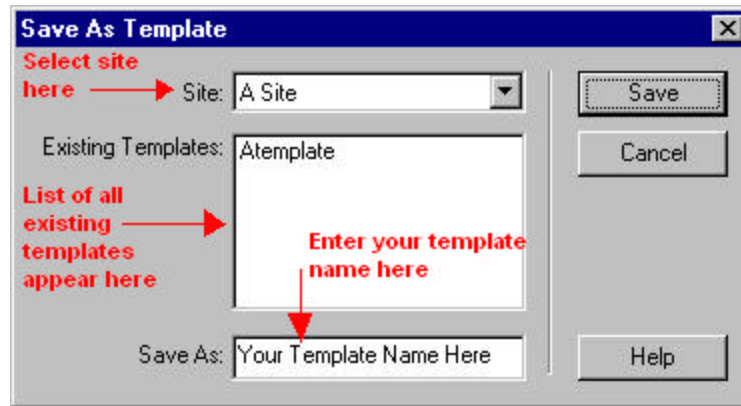You have successfully created a Dreamweaver template.

Figure 1a

Figure 1b

Add Editable Region to a Template:

Follow the Modify Template steps 1-6 (Template Instructions #6, Modify Template). Once you are ready to add an editable region (at step 6 of Modify Template):

1.   Place your mouse cursor on the template area to which you wish to add the editable region and click.
2.   You will see a blinking cursor. This is where the editable region will appear.
3.   In the Dreamweaver toolbar, move the mouse cursor to "Modify" then click (See Figure 2a).
4.   Once the option menu appears, move the mouse cursor to "Templates".
5.   Another option menu will appear, move the mouse cursor to "New Editable Region" and click.
     a.   The "New Editable Region" window will appear. Choose a name for the region and type it in the "Name" field" (see Figure 2b).
     b.   Click Ok.
     Note: You will see the editable region name appear between two brackets (see Figure 2c). This denotes the editable region's location on the template. Now complete the Modify Template steps 7 and 8 for saving the template.

You have successfully added an editable region to the template.
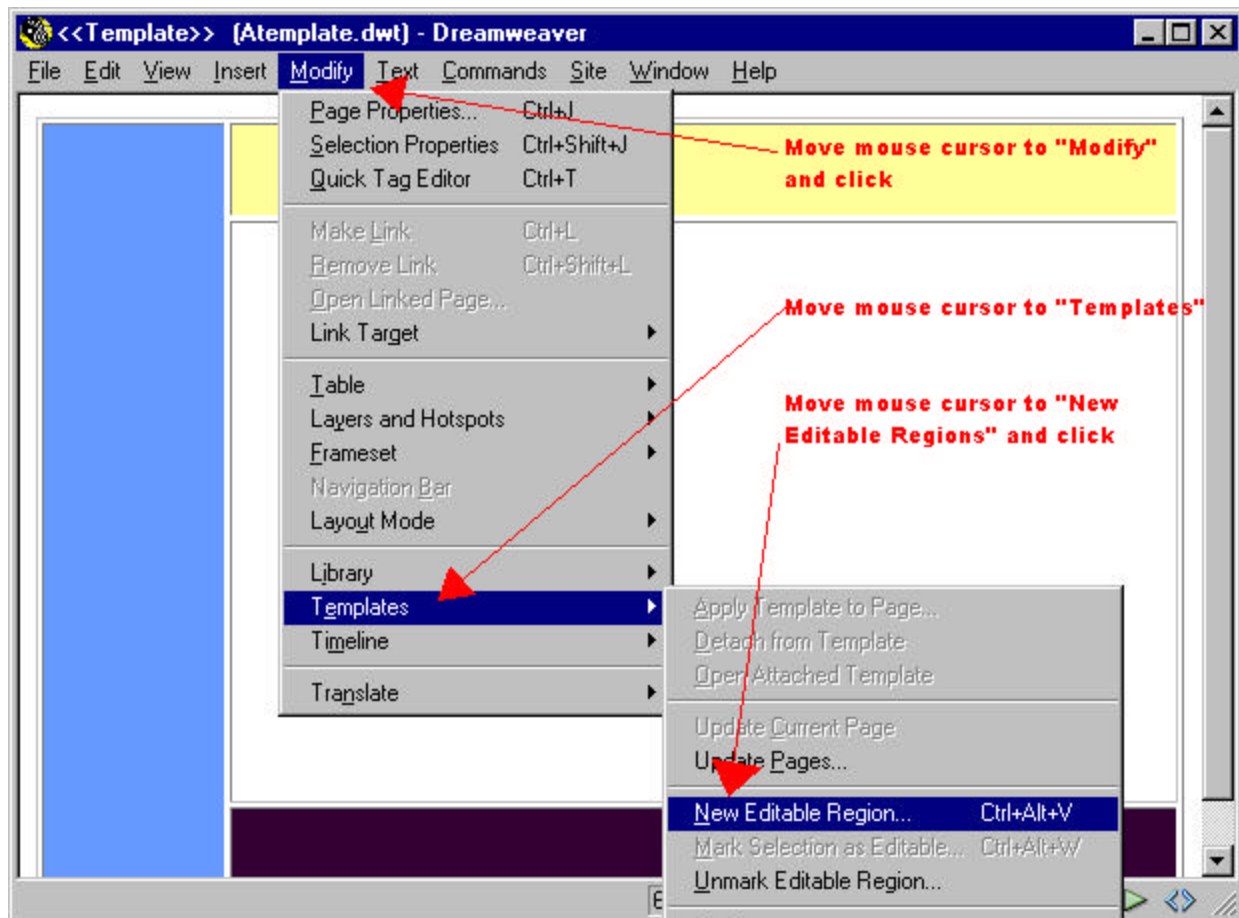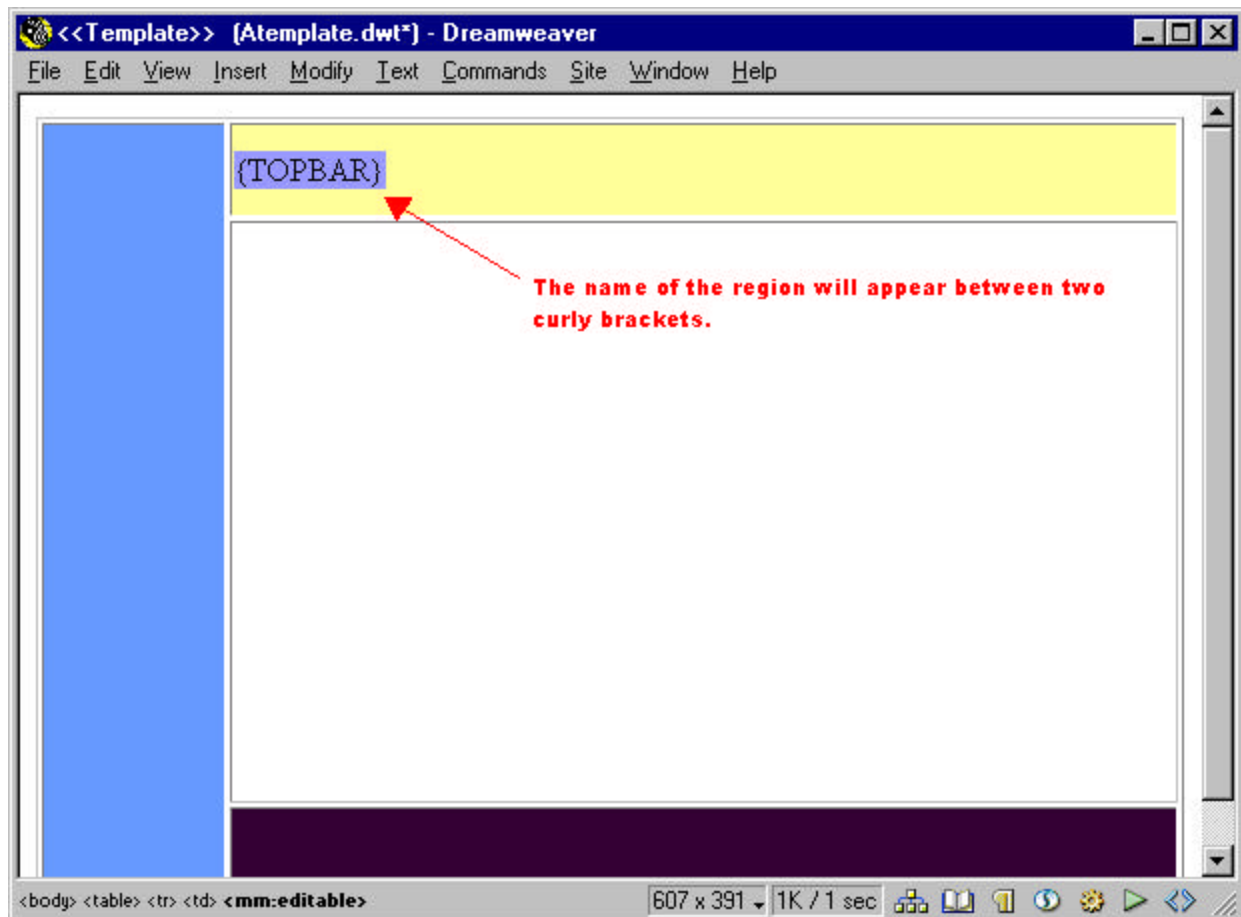
Figure 2a

Figure 2b

Figure 2c

Create New HTML Page from Template:

1. Open the Dreamweaver Software.
2. In the toolbar, move the mouse cursor over "File" then click.
3. Once the option menu appears, move the mouse cursor over "New From Template", then click (See Figure 3a).
4. The "Select Template" window will appear. Select the Site (in the "Site" field) then the site template (in the "Templates" field) you wish to apply to the page (See Figure 3b).
5. Move the mouse cursor over the "Select" button then click.

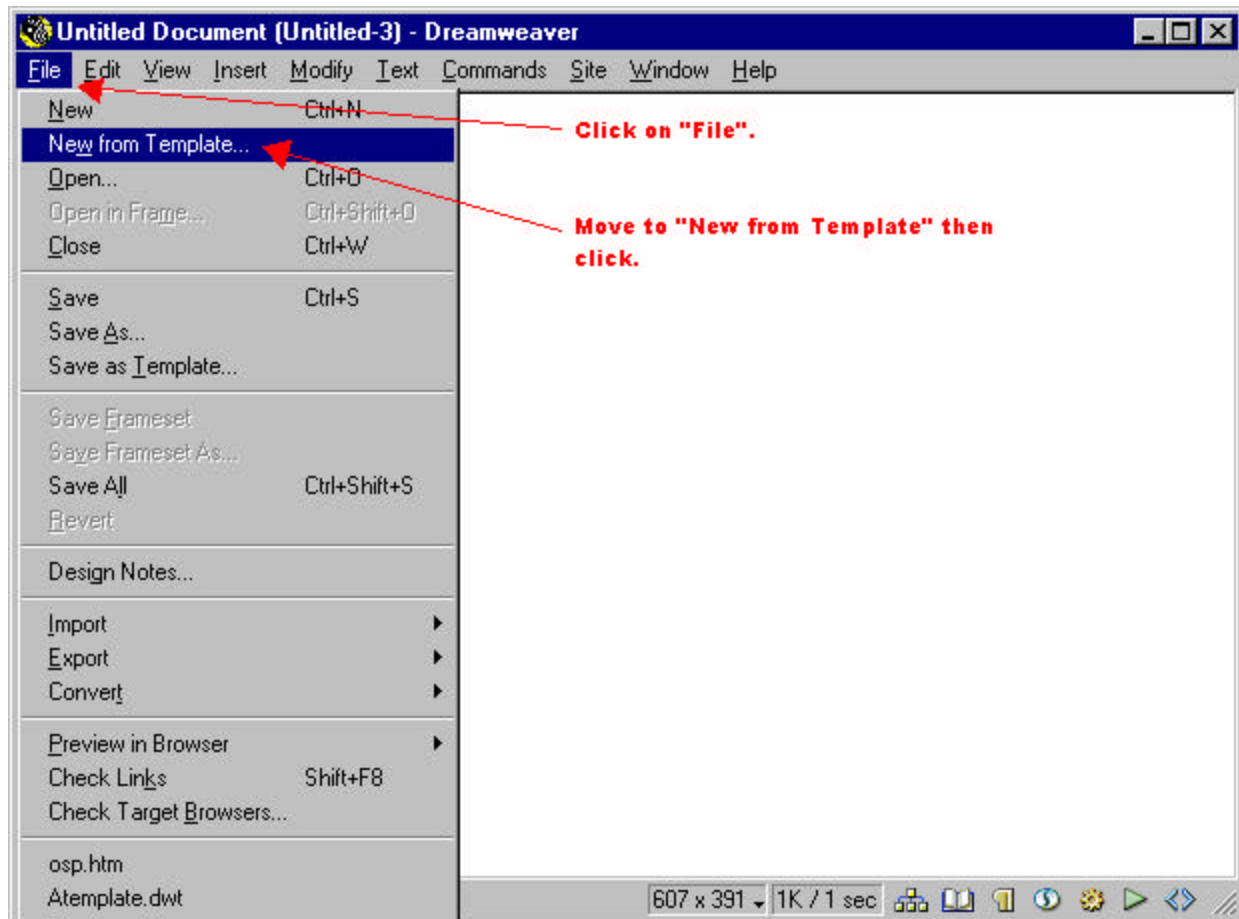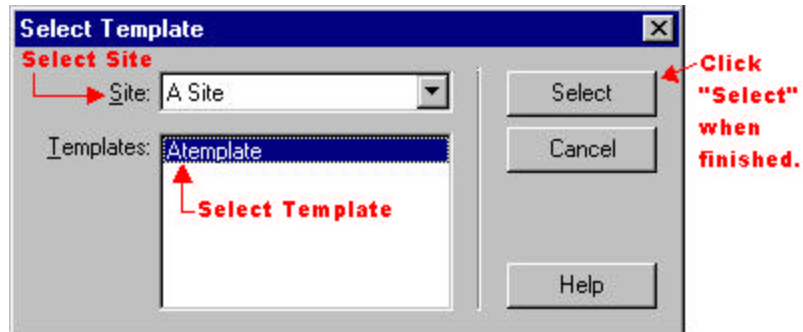You have successfully created a new web page using a Dreamweaver template.

Figure 3a

Figure 3b

Apply Template to an Existing Page:

1.　Open the Dreamweaver software.
2.　Using the Dreamweaver software, open the page you wish to apply a template to.
3.　In the Dreamweaver toolbar, move your mouse over "Modify" and click.
4.　Once the option menu appears, move your mouse over the "Templates" option.
　　a.　Another option menu will appear, Move your mouse over "Apply Template to Page" option and click (See Figure 4a).
5.　The "Select Template" window will appear. Select the Site (in the "Site" field) then the site template (in the "Templates" field) you wish to apply to the page (See Figure 4b).
6.　The "Choose Edible Region for Orphaned Content" window will appear. Select the template's edible region where Dreamweaver can insert the data from the existing page (See Figure 4c). This will insert the existing page information into the template (specifically into the edible region you selected).
7.　Click "OK".

You will see the data from the old page in the template. Now you may alter the information or save the page.

You have successfully applied a template to an existing page.

WARNING: If the existing page has JavaScript, Dreamweaver may not be able to correctly apply the template data. This would require you to re-construct the page with the template format or edit the page's source code after creating the template.
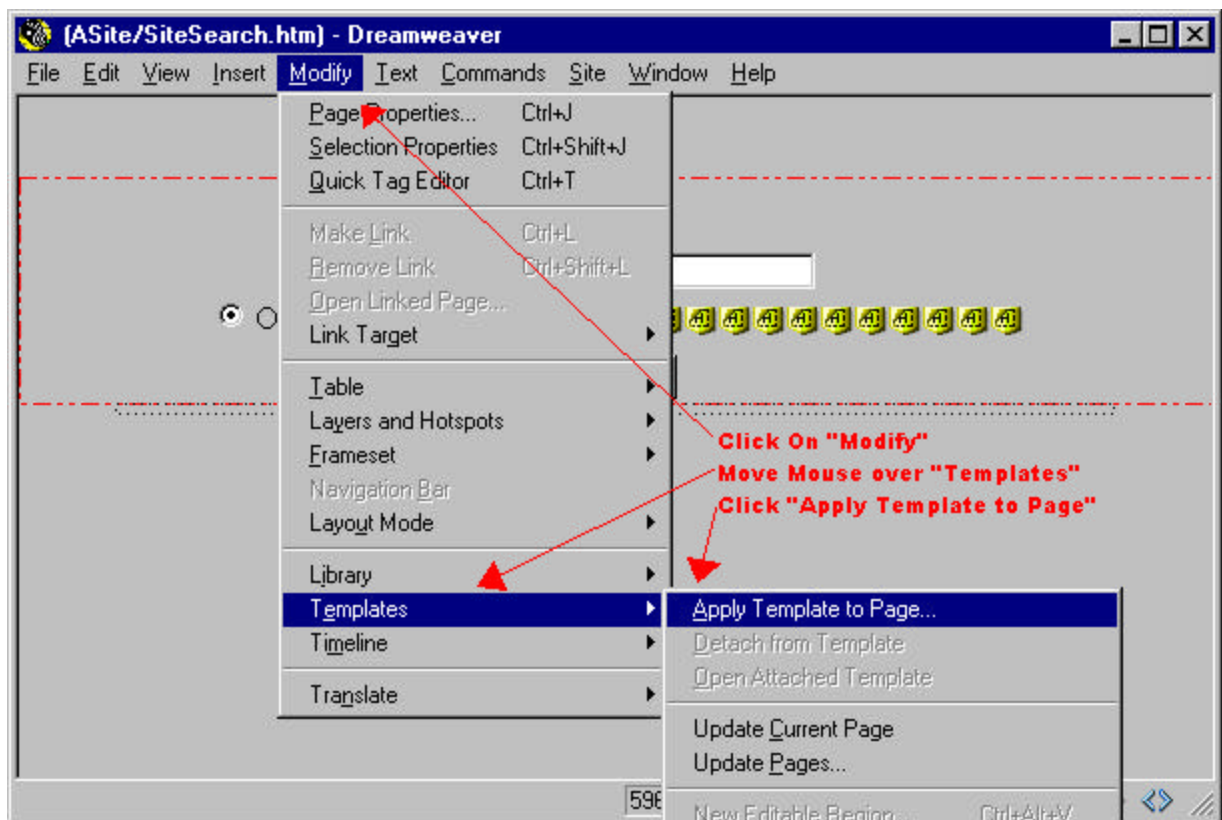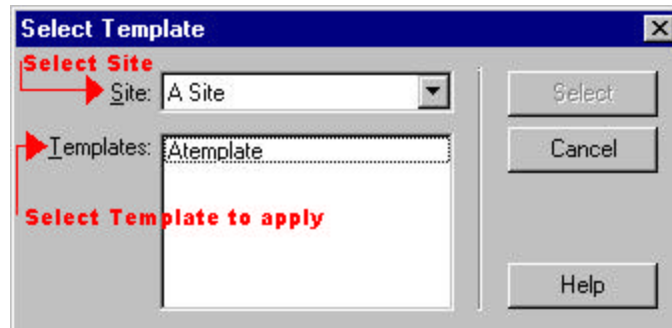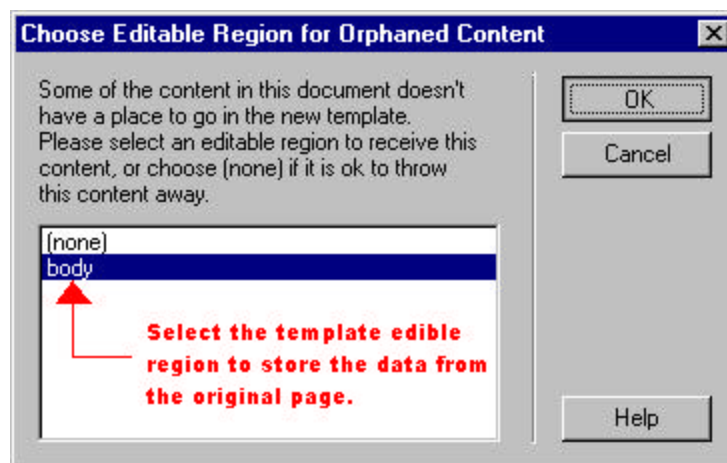
Figure 4a

Figure 4b

Figure 4c

Modify Template:

1. Open the Dreamweaver software.
2. From the Dreamweaver toolbar, move your mouse cursor over the "Windows" option and click.
3. Once the option menu appears, move your mouse cursor over the "Templates" option and click (See Figure 5a).
4. The "Templates for Site" window will appear (See Figure 5b).
   a. Select the template you wish to modify.
   b. Move the mouse cursor over the open folder button 📂 located at the bottom right hand corner of the window and click.
5. Close the "Template for Sites" window.
6. You will see the template you selected in the Dreamweaver editor. You may modify or add editable regions (see Template Instructions #2, Add Editable Region to a Template) to the template.
7. Once you are finished editing the template, save the template (See Figure 5c):
   a. In the Dreamweaver toolbar, move the mouse cursor "File" and click.
   b. Once the option menu appears, move your mouse cursor over the "Save" option and click.
8. You will be prompted to update all site files that use the template you just altered. To update all files now, click "Yes". Click "No" to wait (See Figure 5d).

RECOMMENDATION: Use the template before converting all of the site files. This will allow you to verify you like the change.

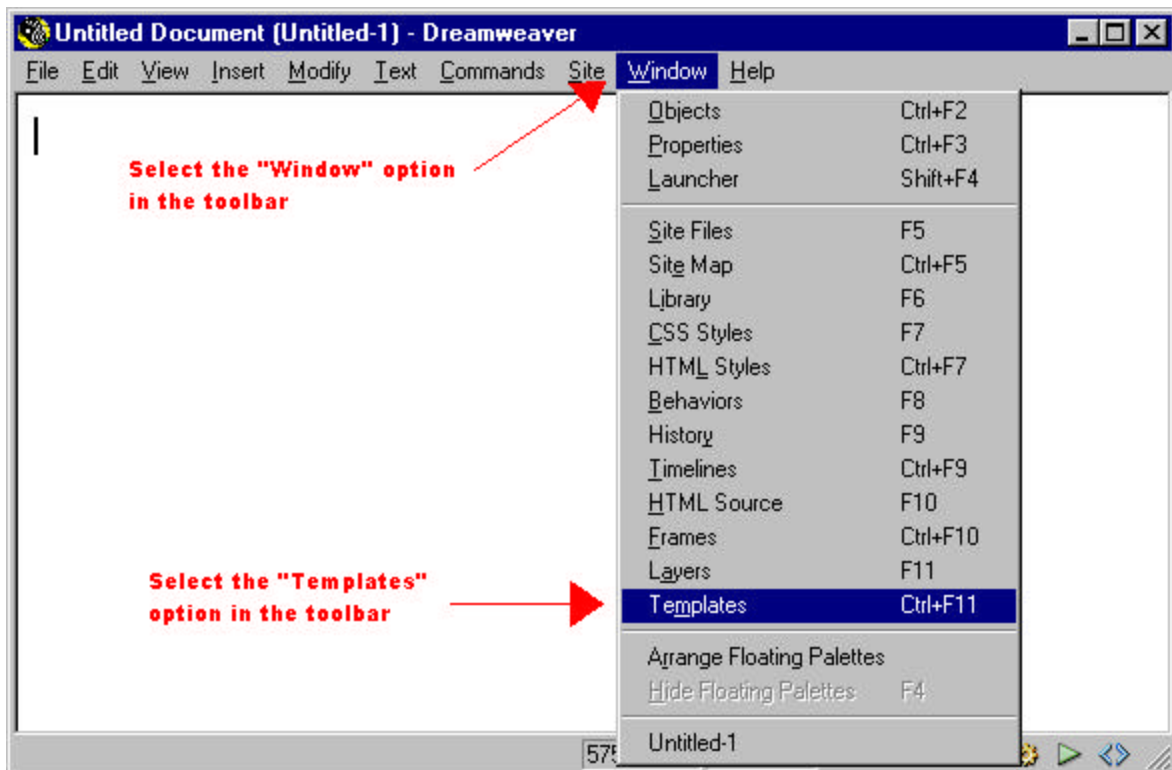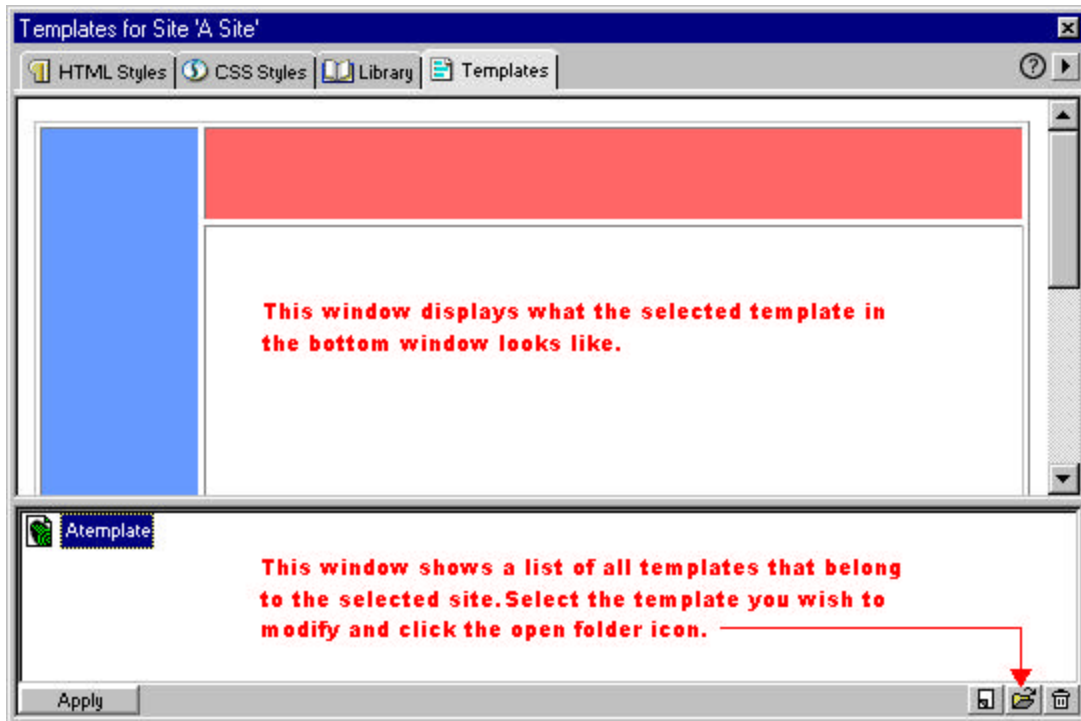You have successfully modified a template.
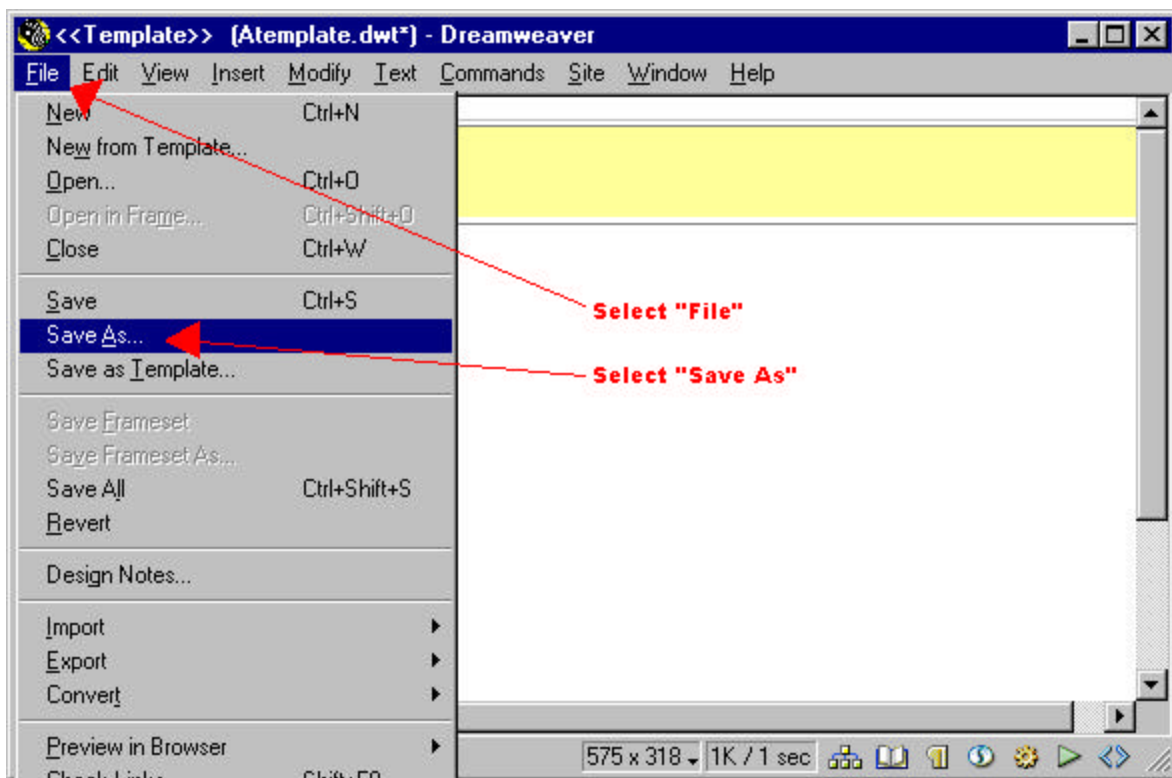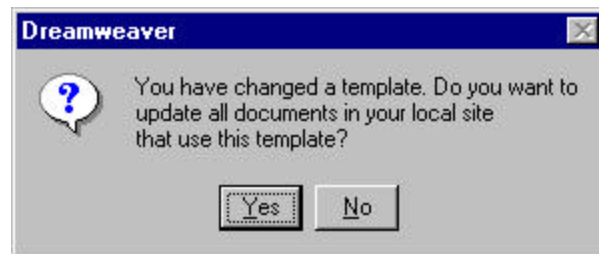
Figure 5a

Figure 5b

Figure 5c

Figure 5d

Would you like to update all files in your local
directory that use this template?

Update Site with Modified Templates:

1. Open the Dreamweaver software.
2. On the Dreamweaver toolbar, move the mouse over "Modify" then click.
3. When the option menu appears, move the mouse cursor over "Templates".
4. Another option menu will appear, move the mouse cursor over "Update Pages" and click (See Figure 6a).
5. The "Update Pages" will appear.
   a. To update an entire site (See Figure 6b):
      1. Move your mouse cursor over the "Look In" field and click.
      2. Once the white option menu appears, move the mouse over "Entire Site" and click.
      3. Move your mouse over the second field, located next to the "Look In" field and click.
      4. Once the white option menu appears, move your mouse cursor over the site name you wish to update and click.
      5. Click "Start".
   b. To update files that use a certain template (See Figure 6c):
      1. Move your mouse cursor over the "Look In" field and click.
      2. Once the white option menu appears, move the mouse cursor over "Files that Use" and click.
      3. Move your mouse over the second field, located next to the "Look In" field and click.
      4. Once the white option menu appears, move the mouse cursor over the template that your site needs to update and click.
      5. Click "Start".
   6. Click on the "Close" button.

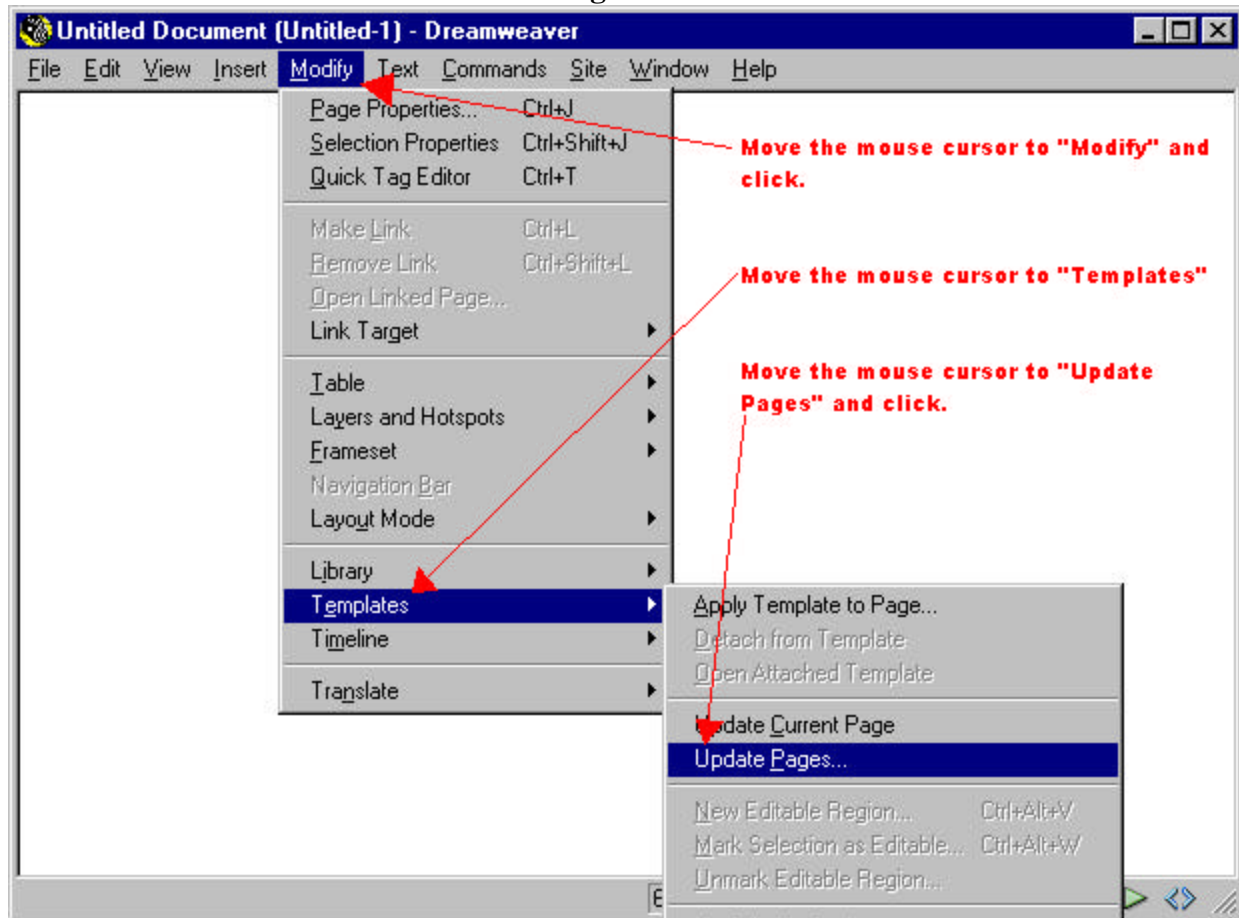You have successfully updated a site / files.

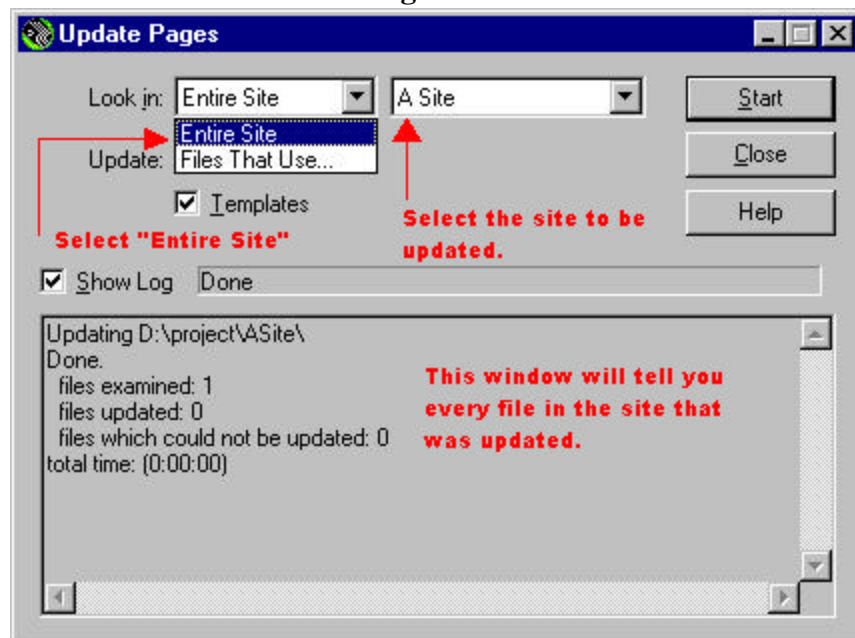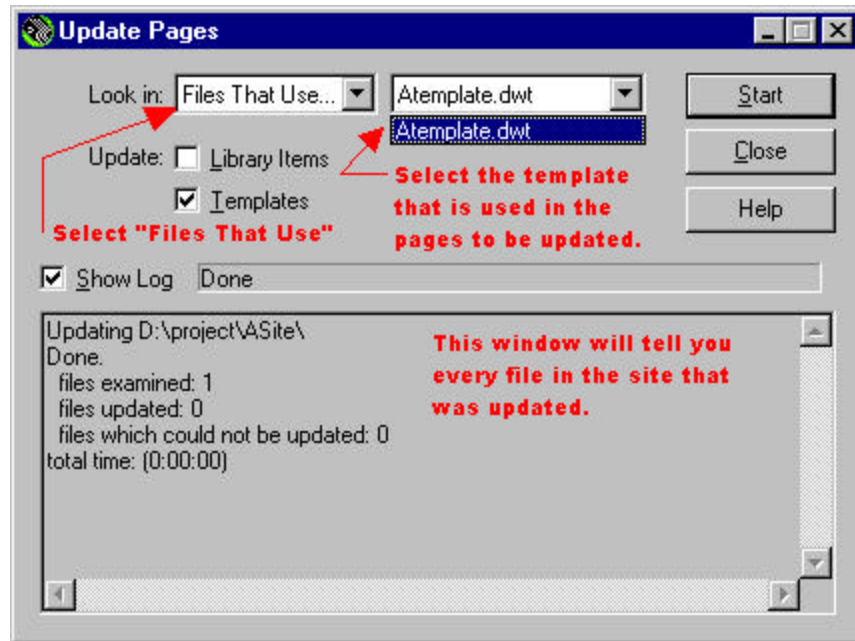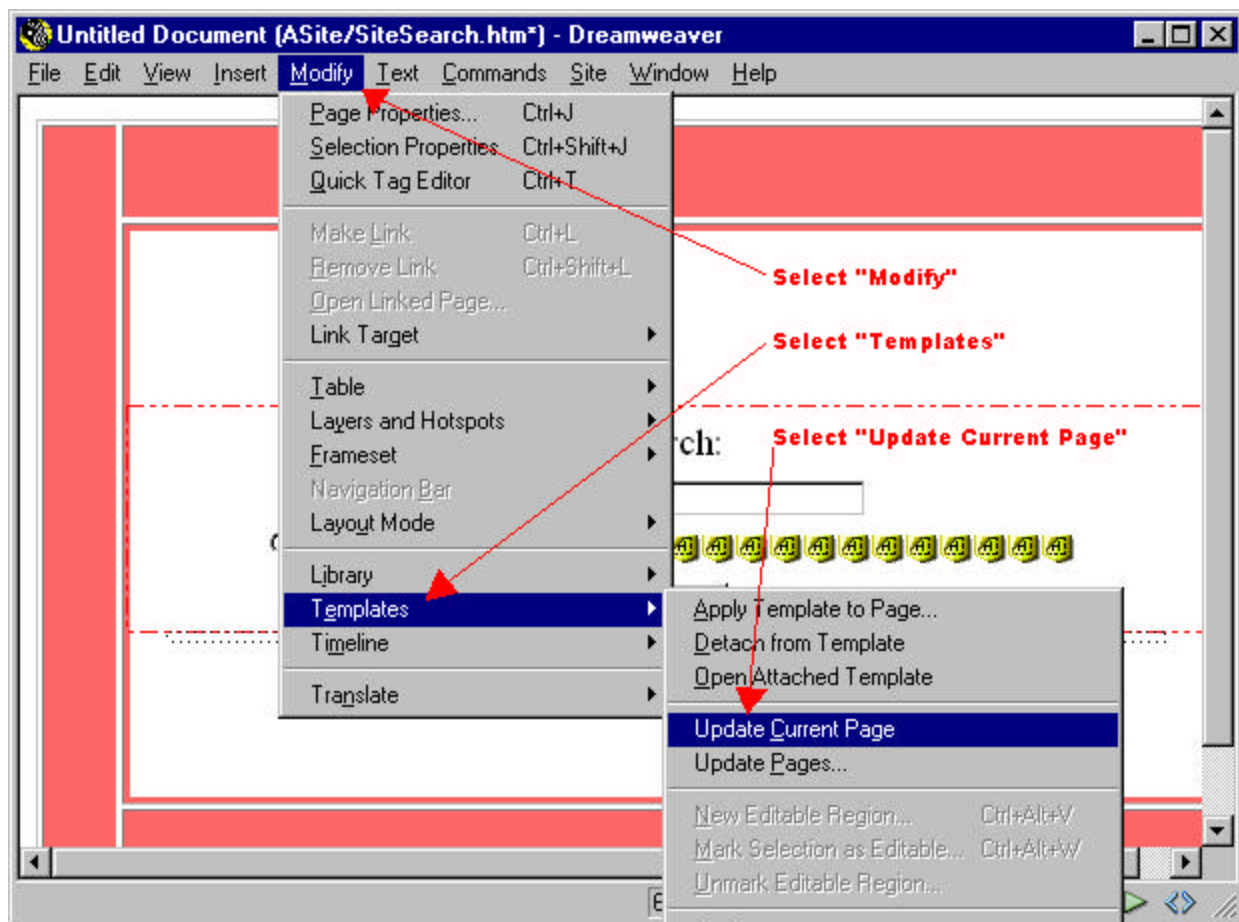**Figure 6a**

Figure 6b

Figure 6c

Update Current Page's Template:

1.   Open the Dreamweaver software.
2.   Open the html page that uses the updated template.
3.   In the Dreamweaver toolbar, move the mouse cursor over "Modify" and click.
4.   Once the option menu appears, move your mouse cursor over the "Templates" option.
5.   Another option menu will appear, move the mouse cursor over "Update Current Page" and click (See Figure 6a).

You have successfully updated the html page with the updated template.

Figure 7a

Remove Template from Site:

1. Open the Dreamweaver software.
2. From the Dreamweaver toolbar, move your mouse cursor over the "Windows" option and click.
3. Once the option menu appears, move your mouse cursor over the "Templates" option and click (See Figure 8a).
4. The "Templates for Site" window will appear (See Figure 8b).
   a. Select the template you wish to modify.
   b. Move the mouse cursor over the trash can button 🗑 located at the bottom right hand corner of the window and click.
5. You will be prompted to confirm the deletion of the template. Click "Yes" to remove the template or "No" to cancel the action.
6. Close the "Template for Sites" window.

You have successfully removed the template from your site.
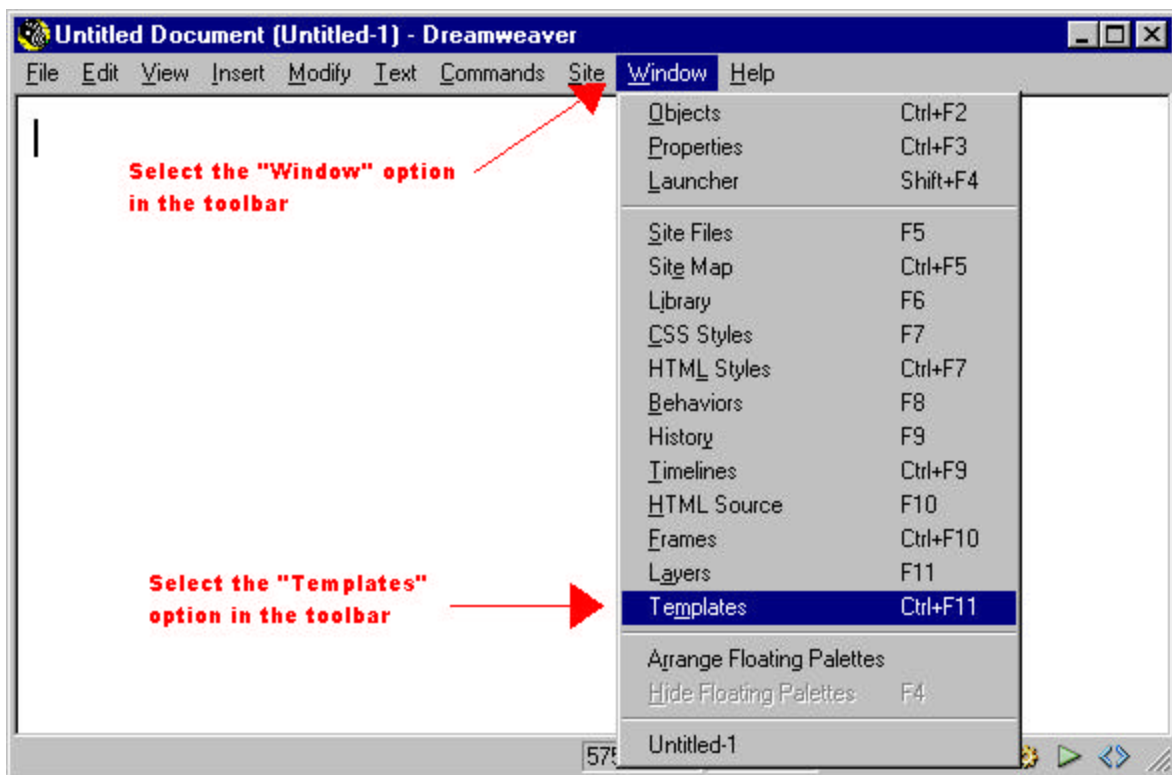
Figure 8a

Figure 8b